**Employee Section – Payroll Information for Out of State Work**

Please fill in the first section with your information, review the Employee Responsibilities and Employee Considerations sections, and sign at bottom of page acknowledging that you’ve reviewed and understand the information contained within.

Employee Name:

State under consideration:

Expected Effective Date of Move/Change:

Duration under consideration:

Full Address of Telework Location (needed to identify any local registrations, permits, etc.):

EMPLOYEE PAYROLL RESPONSIBILITIES FOR OUT OF STATE WORK:

* Understand that approval for out of state work requires pre-approval by both your HR Department and your Secretary’s Office.
* Update Home and/or Mailing Address within one pay period of move. If working out of state, also reach out to your agency payroll staff if moving to a different city within the same state. Some states have additional local taxes that need to be set up and paid to the taxing authority for that city.
* Request and Return completed withholding election with your agency payroll staff timely for any change to work location when out of state. System will not change reporting and taxation for previously processed pay periods, so it is important to file these elections timely.
* Review list of Out-of-State Work telecommuting considerations.
* Sign and acknowledge your understanding of Employee Responsibilities contained within this document.

EMPLOYEE CONSIDERATIONS FOR OUT OF STATE WORK:

* Workers Compensation - Telecommuting employees are covered by workers’ compensation for job-related injuries that occur in the course and scope of employment. However, employees who work outside of Wisconsin may not be covered by Wisconsin’s Workers’ Compensation law but instead their host state’s law. Your agency’s Workers Compensation Coordinator will work with our Workers Compensation Department to appropriately administer any claim you submit.
* Unemployment Insurance – Regardless of actual work location, laid off or terminated employee should be filing any unemployment benefit claims to State of Wisconsin and not any other state.
* Out-of-State Tax Withholding – You may be taxed by your state of residence in addition to the state where you perform work. This is based on the individual laws of each state.
* Compensation & Exemption from Overtime - Compensation for remote employees follows the same compensation policies and guidelines established by the State of Wisconsin Compensation Plan, civil service rules, or applicable collective bargaining agreement language, regardless of the employee’s work location.
* Health Insurance and Benefit Impacts - Insurance plans for State of Wisconsin employees are established by the Wisconsin Group Insurance Board. Benefits offered outside of Wisconsin may be limited.
* Travel to official Headquarters within Wisconsin may occasionally be required at employee’s expense.
* Other possible items not enumerated here. This list is not all inclusive although it contains the most common considerations.
* Employees should consult with their agency payroll staff if they have questions on any of these items.

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Employee Electronic Acknowledgement OR Employee Signature of Acknowledgement

**Employer Section - Payroll Information for Out of State Work**

Please provide these additional pieces of information.

Employee ID & ER if current employee:

Current or Expected Employment Type (Permanent/Project/LTE):

Current or Expected FLSA status and FTE:

APPLICABLE REFERENCE DOCUMENTS:

* [Wisconsin Human Resources Handbook – Chapter 746](https://dpm.wi.gov/Hand%20Book%20Chapters/WHRH_Ch_746.pdf), Section 746.070 for out of state teleworkers.
* [Update Pay Data](https://dpm.wi.gov/Documents/JobAids/HCM/PY/UpdatePayData.pdf) and [Out of State Taxes](https://dpm.wi.gov/Documents/JobAids/HCM/PY/OutofStateTaxes.pdf) Payroll Job Aids and associated resources linked within

AGENCY RESPONSIBILITIES:

* Obtain out of state approvals from both the agency HR Manager and agency Appointing Authority or their delegate. The appointing authority is generally the agency Secretary or equivalent.
* Make sure you have a valid telecommuting agreement and you get an update at least annually (to ensure employee information hasn’t changed).
* Enter employee work location in the system using functionality set up for tracking purposes.
* Notify employee of special items of concern for living/working out of state
* Notify Central Payroll if employee has made address/withholding changes that require additional registrations.
* Perform necessary manual calculations and make any necessary A/P vendor check to comply with state-specific laws identified by Central Payroll that our system cannot comply with. These items are linked within the Out of State Taxes Job Aid. Agency is responsible for any fees or penalties incurred for non-compliance of those items.

CENTRAL PAYROLL RESPONSIBILITIES:

* Make registration determination.
* Work with State Controller’s Office to complete state and local business and payroll registrations for necessary tax payments.
* Research payroll requirements for applicable state and local entities.
* Set up earnings reporting and taxation in the payroll system for those locations
* Create W-2’s for applicable state and local reporting locations and file with those applicable locations.

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Agency HR Manager Electronic Acknowledgement OR Agency HR Manager Signature of Acknowledgement

[ ]  If the signature below is from a delegated authority, please also check this box as confirmation that an official delegation of authority has been awarded to you and provide your position title. Click or tap here to enter text.

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Appointing Authority Electronic Acknowledgement OR Appointing Authority Signature of Acknowledgement

**Central Payroll Use Only**

Date Received:

Any Follow Up Questions Needing Resolution?:

Will this require new state registration and set up?